Reports	**Reports**

Accessing a Report:

1. Select the **Reports** module.

The Reports page appears with a list of Financial (EIM) and Service (ESM) Management reports.

Tip: *Access to reports is based on user security roles. Your page may look slightly different.*

Reports

ESM Reports
- Client Extract
- Client Enrollment Status
- Clients With Abnormal Results
- Client Incomplete Data
- Fund Allocations By Service And Age Category
- Pap Rescreening Dates
- WHN MDE Audit Report
- Common Intake Applicant Report
- Client History - BCC
- Client History - HDSPP

System Assurance Reports
- System Configuration and Reference - Reference Tables
- System Configuration and Reference - Activity Details
- System Configuration and Reference - Organization
- System Configuration and Reference - Contracts

EIM Reports
- Cost Reimbursement Invoice Report
- Cost Reimbursement Expenditure Analysis
- Activity PRC Details by Service Code
- Activity PRC Details by Service Category
- Activity PRC Details by Claim
- Claim Summary Report by PRC
- Services Not Associated With a Claim or Have an Error
- Remittance Report By Service Code
- Remittance Report By Bed Days
- Payment Detail Report By Service Code
- Payment Detail Report By Bed Days
- Commodity Based Payment Request
- PRC Payment Status Report Submitted Versus Paid
- Service Delivery Report
- Vendor Worksheet For Program Budget Amendment
- Contract Amendment History
- Activity Client and Claim Item Counts by Month

2. Click the name of the individual report link.

*A **Report Criteria** page appears*.

Entering Report Parameters:

Invoice Number: [ ]
Invoice Reference Number: [ ] PRC Number: [ ]
Contracting Provider Name: [Select Below]
Invoice From Date: [ ] Invoice To Date: [ ]
Invoice Status: [Select Below]
Activity: [Select Below]
Contract Number: [Select Below]
Budget Fiscal Year: [ ] *Generate Personnel Summary? Yes ⦿ No ○
Unit Code: [Select Below]
*Report Format: PDF ⦿ Excel ○

[Run Report] [Clear]

3. Enter your report criteria.

4. Select a **Report Format**: PDF or Excel.

5. Click **Run Report**.

After you click [Run Report], a file is generated that you can save for later viewing.

Reference: Report criteria is not printed on most reports or preserved in the system. Users may find it helpful to record criteria manually.

Hint: If you want to clear report criteria that you have entered, click **Clear**.

Trouble-Shooting	
Problem	**Possible solutions**
Why am I not getting the results I expected?	• Double-check that criteria filters are correct • Consider user security
Why doesn't this match my legacy reports?	• Double-check that criteria filters are correct
Why can't I run the Personnel Summary Report (PSR)?	• EIM/ESM Application is able to run this report only when the Internet Explorer pop-up blocker has been turned off.

Virtual Gateway Help Desk
1-800-421-0938